

## Notice of Career Opportunity

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### United States Courts Eighth Judicial Circuit and Eastern District of Missouri



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| <b><u>Posting Date:</u></b>      | May 21, 2010   |
| <b><u>Vacancy Number:</u></b>    | EDUC-510   |
| <b><u>Position Title:</u></b>    | Public Education & Community Outreach Administrator<br>(Full-time position)  |
| <b><u>Starting Salary:</u></b>   | CL 28 \$55,027 - \$68,809<br>Commensurate with qualifications and experience |
| <b><u>Position Location:</u></b> | St. Louis, MO  |
| <b><u>Closing Date:</u></b>      | Open until filled  |

***\*\* Applications/Resumes will be considered as they are received \*\****

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#### **Position Summary**

The Public Education and Community Outreach Administrator is a professional line position expected to integrate theoretical and practical knowledge of elementary and secondary education principles with justice system operations and law-related concepts in support of court-sponsored civic education initiatives directed to students and the public. This position performs work directly related to the judiciary's mission of engaging the public as constituents and promoting a better understanding about the federal courts and justice. These efforts encompass a wide range of professional educational, developmental and research services to produce and deliver high quality events designed for public and student visitors to the Thomas F. Eagleton United States Courthouse. This position works closely with judges, court unit executives and support staff of the circuit court of appeals, the district court and the bankruptcy court to develop educational outreach programs focusing on the history, structure and operation of federal courts and the judicial branch of government. Additionally, the position assists in researching and producing oral histories of senior and retired judicial officers.

#### **Summary of Representative Duties and Responsibilities**

- Implements internal operating policies, communication strategies and delivery mechanism to meet the goals of the public education and community outreach mission.
- Employs both print and computer-based research resources to develop teaching tools, interactive simulations, and other specialized classroom-style exercises for student use at the courthouse or on-line.
- Provides research and content suggestions to court personnel and judicial officers in preparation for speaking engagements and educational events.
- Facilitates the exchange of information about federal courts and law-related topics among an interactive community of on-line users.
- Designs, organizes and assists in the presentation of an annual "Courts in the Classroom" (CITC) institute for high school teachers of social studies and civics.

- Regularly monitors and updates exhibits, displays, multimedia and interactive content in the Judicial Learning Center, and acts as liaison with the Board of Directors of the not-for-profit corporation to research and submit grant proposals that support the mission of the Learning Center.
- Designs specialized courthouse programs and educational activities to commemorate annual celebrations of Law Day, Constitution Day, Open Doors of Justice and others.
- Organizes a speakers' bureau among personnel in the court units who are available to visit off-site locations to address student or citizen groups about topics related to the work of federal courts.
- Prepares publications in both print and electronic format to include newsletters, information guides, and directories to create awareness about courthouse educational programs. Develops, updates and maintains community outreach and public education web pages on the court units' web sites.
- Provides professional consultation to judges and other court unit personnel concerning public education and community outreach events and strategies.
- Administers budgeted funds and develops spending plans pursuant to guidance and supervision of court unit executives.
- Assists with biographical research, script writing and video production in preparation for oral history interviews of senior and retired judges.

### **Minimum Qualifications and/or Educational Requirements**

#### **EXPERIENCE**

Two years of specialized experience, including at least one year equivalent to work at the CL-27 **or** completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in education, business, public administration, political science, criminal justice or law.

Qualifying specialized experience is progressively responsible experience in elementary or secondary education, including knowledge of teaching techniques, classroom administration, curriculum development and student learning styles. Knowledge of resources available for civics instruction and public education about the law is preferred.

#### **EDUCATION**

A bachelor's degree from an accredited four-year college or university is required. A master's degree is preferred.

### **Benefits**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

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| 10 Paid holidays                                       | Health Insurance Benefits (variety of plans) |
| 13 Sick days per year accrued                          | Life Insurance                               |
| 13 Paid Vacation days for less than 3 years of service | Long Term Care Insurance                     |
| 20 Paid Vacation days for 3 to 15 years of service     | Flexible Benefits                            |
| 26 paid Vacation days 15 or more years of service      | Federal Employee Retirement Plan             |
| Family Medical Leave Act Provisions                    | Thrift Savings Plan with Investment Options  |

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

### **Background Investigation Requirements**

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation as a condition of employment. The selectee may then be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

### **Application Procedure and Information**

Qualified persons are invited to submit:

- statement of interest
- current résumé
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf> )

Application materials may be submitted via e-mail or to the following address:

U.S. District Court  
Eastern District of Missouri  
Attn: Human Resources (EDUC-510)  
111 South 10th Street  
St. Louis, MO 63102  
[nicole\\_rode@moed.uscourts.gov](mailto:nicole_rode@moed.uscourts.gov)

Only candidates selected for an interview will be contacted.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

***Equal Opportunity Employer***